

# JOB ANNOUNCEMENT

## THIRD JUDICIAL CIRCUIT OF MICHIGAN OFFICE OF HUMAN RESOURCES

**POSITION POSTED:** FRIEND OF THE COURT  
**SALARY RANGE:** UP TO \$111,000  
**DATE POSTED:** October 24, 2003 thru December 1, 2003  
**LOCATION:** FRIEND OF THE COURT, PENOBSCOT BUILDING - DETROIT, MICHIGAN

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**PURPOSE:** To direct the functions of the Office of the Friend of the Court.

**QUALIFICATIONS:** Graduation from an accredited law school and at least five (5) years experience in law, subsequent to becoming a member of the State Bar of Michigan; Experience or education in one or more of the following areas: (a) Human Service or Behavioral Science, (b) Family Law, or (c) administration; Eight years of progressively more responsibility or expansive experience in the domestic relations area including at least five years of progressive managerial experience; Experience working with federal, state, and local government officials/agencies in conjunction with Court policies, procedures, budgets and/or other Court related issues; Demonstrated knowledge of state statutes and Court rules and modern office practices, including but not limited to a fundamental working knowledge of technological applications, accounting and auditing system, concepts and techniques of budgeting, and statistical and procedural analysis; Demonstrated ability to supervise a staff composed of a cross-section of professions and cultures; Ability to plan, organize and direct the work of others; Established knowledge to develop and install administrative procedures and operations; Able to exercise judgment and direction in applying and interpreting departmental policies and procedures; Possess skills to communicate effectively in both oral and written forms; Qualified to establish and maintain effective working relationships with all individuals contacted.

**DESCRIPTION OF WORK:** Under the general direction of the Chief Judge, The Friend of the Court organizes, plans and directs the daily operations of staff engaged in carrying out the administrative policies and duties of the Office of the Friend of the Court. The incumbent will also coordinate the activities of each of the divisions within the Office of the Friend of the Court to ensure policies and directives are implemented and effective, efficient service is provided to litigants. The principal responsibilities of this position include, but are not limited to the following:

1. Organizing, planning and directing the daily operations of staff engaged in carrying out the administrative policies and appropriate Court services;
2. Coordinating the activities of each of the divisions within the Friend of the Court to ensure policies and directives are implemented and effective, efficient service is provided to the public;
3. Performing various other administrative tasks, including the development and implementation of work procedures and administrative policies, preparing and monitoring department and Cooperative Reimbursement Program budgets, recommending staff programs and related activities;
4. Developing, implementing and directing the fiscal policies of the office which includes fiduciary responsibility of child support collections;
5. Ensuring maximum financial reimbursement to the County from the federal government by enforcing the collection of child support payments for both TANF and non-TANF cases;
6. Overseeing the personnel management and employee relations practices for a large and varied staff;
7. Representing the complainant (parent or State), initiates and conducts proceedings under the Paternity Act, The Family Support and UIFSA Acts;
8. Serving as Chief Executive Officer of the Family Assessment, Mediation and Education Unit;
9. Serving as principal public relations and liaison person to media, interest groups, legislative committees, professional and civic organizations, Judges, and individuals, explaining policies and procedures and the role of the Friend of the Court, testifying on proposed legislation, addressing case inquiries, expedited service requests and related activities;
10. Meeting regularly with department directors and managers, staff and Chief Judge to discuss and plan Court policies and procedures, address problems, assign projects, report on Friend of the Court caseload activities, disseminate policy and procedural information and related activities;
11. Enforcing the policies and regulations issued by the Chief Judge of the Circuit Court regarding domestic relations matters;
12. Performing related duties as assigned by the Chief Judge or his/her designee.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. An Oral examination may be required.

**NOTE:** Information on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. Incomplete or illegible applications may be rejected. The Court may limit further consideration only to the applicants appearing to be the most qualified.

**APPLICATION PROCEDURE AND DEADLINE:**

Applications, resumes, and cover letters must be received no later than 4:30 p.m. on the last day of this official posting at the Office of Human Resources Offices, 720 Coleman A. Young Municipal Center. Resumes may be included with the application form but may not be substituted for it. **Copy of current licensure/certification must be included with application.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the interview process. If you will require special accommodation because of a disability, please call 224-7018. Hearing-impaired individuals may use our TDD: (313) 224-7882. Incomplete and/or illegible applications may be rejected.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

# EMPLOYMENT APPLICATION

## Third Judicial Circuit of Michigan

### FRIEND OF THE COURT POSITION

The Court is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of age, gender, race, religion, color, national origin, handicap/disability, marital status, height and weight or any other legally protected status.

Please complete the entire application and sign the Authorization and Understanding at the end of the application.

An illegible or incomplete application will not be accepted. Filing an application does not imply that you will be interviewed or hired, only that you will be considered for employment based upon the stated occupational preference. Applications are active for six months after date received.

If you are offered employment, it will be necessary to complete the following pre-employment requirements: verification of eligibility to work, fingerprinting, physical examination, and drug testing, the results of which must be satisfactory to the Court.

Please type or print clearly

Last Name			First Name			Middle Name			Social Security Number																				
List other names you have used that are needed to check your work or school records:									Valid Driver's License No:									State:											
Street Address						City						State						Zip						Telephone Number					
																								Home ( )					
																								Office ( )					
18 Years or Older						<input type="checkbox"/> Yes <input type="checkbox"/> No						U.S. Citizen						<input type="checkbox"/> Yes <input type="checkbox"/> No						If NO, authorized by Immigration & Naturalization to work in the U.S.					
																								<input type="checkbox"/> Yes <input type="checkbox"/> No					

## EMPLOYMENT PREFERENCES

Position/Type of work interested in:
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How were you referred to the Court?
_____
Have you ever applied to this Court before or been employed by any other Courts in Wayne County? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify: _____ Are
any of your friends or relatives employed by Third Circuit Court? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify: _____
Name of Relative/Friend _____ Relationship of Relative _____

Have you ever been convicted of, or pled guilty or nolo contendere to a crime other than routine traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any felony charges pending against you? If yes, explain. <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NOTE:</b> Convictions will not automatically disqualify you. IF YOU ANSWERED YES, please give dates, nature of the offense and conviction and related information on an attached, signed statement, so consideration can be given.

Have you ever received a disciplinary suspension or been discharged from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever quit in lieu of discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when and explain: _____
Answering yes to these questions will not necessarily disqualify you for employment.

## U.S. Military Service

Branch of Service	Dates of duty	Type of discharge	Rank at discharge	Duties and Special training

## EDUCATION AND TRAINING

Type of School	Name and Location	Course or Major	Graduated
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you had training or experience in the operation of a keyboard operated electronic word-processing device? ☐ Yes ☐ No  
Speed: \_\_\_\_\_

List the office and data processing equipment you can operate (include programming languages).

List appropriate seminars, training programs, and additional coursework you have completed within last two (2) years.

Are you licensed to practice law in Michigan? ☐ Yes ☐ No If yes, please list your P No. \_\_\_\_\_

Are you attending school now or do you plan to further your education? ☐ Yes ☐ No  
If yes, please specify courses and time commitment:

Do you have a current Michigan Social Worker registration? ☐ Yes (If yes, please attach a copy.) ☐ No  
Do you have a current Michigan Social Worker Technician registration? ☐ Yes (If yes, please attach a copy.) ☐ No  
(Bachelor's degree in Social Work is required)  
Do you have a current Michigan Certified Social Worker registration? ☐ Yes (If yes, please attach a copy.) ☐ No

Do you have a current Michigan license in Psychology? ☐ Yes ☐ No  
Check box that applies and attach copy of license:  
☐ Temporary Limited License (Masters)  
☐ Limited License (Masters)  
☐ Limited License (Doctoral)  
☐ Full License (Doctoral)

Do you have a current Michigan Licensed Professional Counselor (LPC) registration? ☐ Yes ☐ No  
Do you have a current Michigan Limited Licensed Professional Counselor (LLPC) registration? ☐ Yes ☐ No  
If yes, please attach a copy.

Do you hold any other professional licenses or certifications? ☐ Yes ☐ No Certification No. \_\_\_\_\_  
If yes, please list, describe and attach a copy:

Have you ever had a professional license/certification revoked or suspended? ☐ Yes ☐ No  
If yes, please list dates of occurrence (s) and describe:

Are you currently under investigation by any agency or department concerning any licensure or certification matter? ☐ Yes ☐ No  
If yes, please describe:

Are you currently employed? ☐ Yes ☐ No  
May we contact your current employer? ☐ Yes ☐ No

**EMPLOYMENT HISTORY** (Writing "see resume" is NOT acceptable.)

Please give your accurate, complete full-time and part-time employment record. Start with your present or most recent employer and go back at least ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Please answer each question.

Name and address, city, state, and zip of employer		Dates employed (month, day, year) from to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (_____ hours/week)
Position/Title	Reason for leaving	Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ _____ Ending: \$ _____	
Description of duties			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (_____ hours/week)
Position/Title	Reason for leaving	Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ _____ Ending: \$ _____	
Description of duties			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (_____ hours/week)
Position/Title	Reason for leaving	Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ _____ Ending: \$ _____	
Description of duties			
Name and address, city, state, and zip of employer		Dates employed (month, day, year) from to	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (_____ hours/week)
Position/Title	Reason for leaving	Salary <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually	
Supervisor's name, title, and telephone number		Starting: \$ _____ Ending: \$ _____	
Description of duties			

**REFERENCES:** List professional references (include your current and former Employer).

EMPLOYER/COMPANY'S NAME	ADDRESS	OCCUPATION	TELEPHONE
			(     )
			(     )
			(     )
			(     )

**AUTHORIZATION and UNDERSTANDING**

I represent that the answers and information given by me in this application are true and complete. I authorize the Third Judicial Circuit of Michigan to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Court to furnish any information relevant to my application for employment and further release all persons and organizations from any and all liability for any and all damages whatsoever for releasing such information.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I consent to all legally permissible medical examinations, fingerprinting and drug and alcohol testing required by the Court.

I understand and agree that employment with the Court is at-will and that either I or the Court can terminate my employment and compensation, with or without cause, and with or without notice. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understanding (s) that contradict an at-will status of employment during the probationary period, are canceled. Further, I understand that only the Chief Judge of the Third Judicial Circuit of Michigan has any authority to enter into any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the Chief Judge.

In consideration of my employment, I agree to conform to the rules and policies of the Court. Also, I agree not to begin any action or suit relating to employment with the Court more than six months after the date of termination of such employment and I waive any statute of limitations to the contrary.

My signature below indicates that I have read and understood the above paragraphs.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for applying. Please return your completed application to:

- **Third Judicial Circuit of Michigan • Office of Human Resources**  
**Two Woodward Avenue, Suite 720**  
**Detroit, MI 48226**